

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA
Montgomery, Alabama

VACANCY ANNOUNCEMENT 02-04

POSITION: OPERATIONS ADMINISTRATOR - CM/ECF
LOCATION: Montgomery, Alabama
Grade/Salary: CL-29 (\$51,636 - \$64,542), depending on qualifications
Resumes Due: April 19, 2002

Position Overview:

The Operations Administrator - CM/ECF is a mid-level managerial position which functions in the Clerk's Office. In addition to direct managerial responsibilities, the position serves as assistant to the Chief Deputy Clerk in the day-to-day case processing of the Clerk's Office.

Requirements:

Qualified candidates should have a minimum of three years experience in a responsible administrative, technical, professional, supervisory or managerial experience in which they have gained a thorough knowledge of the basic concepts, principles, and theories of management to include administrative and human resource aspects.

A Bachelor's degree in public or business administration or related field is highly desirable. Experience in the implementation and management of new technology/automation functions is highly desirable. Familiarity of bankruptcy administration is strongly desirable.

The United States Bankruptcy Court will be implementing CM-ECF in April 2002 and knowledge of this system is a plus.

Information for Applicants:

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit).

The selected applicant may be subject to a one-year introductory (probationary) period of "AT WILL" employment. A knowledge/skills/abilities assessment may be required of applicants considered for interviews.

Employee Benefits:

- 13 days of paid vacation per year for the first three years of employment.

- 20 days per paid vacation between the third and fifteenth year.
- 26 days per year paid vacation after 15 years of employment.
- 13 days of paid sick leave per year.
- 10 paid holidays per year.
- Participation in the Federal Employees Retirement System, life insurance options, thrift savings plan plus social security.
- Participation in the Federal Health Insurance Program.

Application Procedures:

Qualified candidates should submit a resume including a salary history to **Human Resources, Post Office Box 1248, Montgomery, Alabama, 36102, marked "Personal & Confidential."** Reimbursement of interview expenses is NOT authorized.

The United States Bankruptcy Court is an Equal Opportunity Employer offering full federal government benefits.